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OL/FMD WEEKLY REPORT

PERIOD ENDING 22 JUNE 1988

EO - we want a status report every week on the back on the 20. side chilled water line!

1. Progress Reports on Tasks Assigned by or of Interest to Senior Management:

The Manager, Executive Dining Room, FMD/OL, continues to monitor [] cafeteria vendor actions taken on customer service complaints. Her latest visit was on 17 June. []

25X1
25X1
25X1

2. Major Events that Have Occurred During the Preceding Week:

a. Parking and Traffic Management:

(1) The Chairman of the Headquarters Parking/Traffic Task Force held a meeting on 16 June to discuss the proposed allocation for the parking deck, the phase-in schedule for the new building, and the addition of new spaces on the compound. A follow-up meeting is scheduled for 21 June to discuss equal distribution of spaces within the covered portion of the deck.

25X1

(2) The West 3 parking lot has been opened as an overflow lot for open parking. The top level of the deck is scheduled to open 5 July as an open area. Other than visitor and handicapped spaces, permits for this area will not be issued until October concurrent with relocation of the Management, Planning and Services Staff, the Office of Near Eastern and South Asian Analysis, and the Office of East Asian Analysis of the Directorate of Intelligence. []

25X1

25X1

(3) Paving of the perimeter of South Parking Lot and the road between the New Headquarters Building and the South Parking Lot was completed on 15 June. FMD will make arrangements to stripe the newly paved area of the South Lot. Permits for this area will be issued as an extension of the existing lane markers (e.g., additional general, reserved, official, and carpool spaces for the appropriate expanded lanes). []

25X1

b. New Headquarters Building:

(1) FMD received from Smith, Hinchman & Grylls the construction documents for the renovation of 8,000 square feet of office space on the second floor of the New Headquarters Building (NHB). The new office area will be for the Inspector General staff. []

25X1

EO - What are they doing to manage carpooling shifts?

Pls call Mike.

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glo
(2) During this period, the Integrated Logistics Support Program staff received five tractor trailer loads of CorryHiebert furniture for NHB. This brings the total to 23 tractor trailer loads delivered to the Agency. There are 9 remaining tractor trailer loads of furniture to be delivered.

25X1 [redacted]
c. Backfill: On 17 June, the Contracts Staff, FMD/OL, issued an Invitation for Bid for the installation of chilled water risers and condensate lines in the Original Headquarters Building (OHB). The work is part of the Headquarters Backfill Program to renovate the OHB. The solicitation package was sent to seven potential bidders and requires that bids be submitted by 14 July.

25X1 [redacted]
d. Scattergood-Thorne Property: FMD completed drawings for the construction of a new fence along the front of the Scattergood-Thorne property. Virginia Power has tentatively approved the fence location and FMD is awaiting official notification. FMD will forward a letter to the Virginia Department of Transportation (VDOT) confirming the approval and also will release the drawings to VDOT. [redacted]

25X1 [redacted]
25X1 [redacted]
f. The Virginia Department of Transportation (VDOT) contractor has installed permanent shoulders along Routes 123 and 193. VDOT is continuing to clean up the area and do minor landscaping. They are also restriping the roadway. Work is 99 percent complete. [redacted]

25X1 [redacted]
g. On 18 June, FMD awarded, and gave notice to proceed, to Hitt Contracting, Incorporated, a contract for the renovation of approximately 1,200 square feet of existing NHB computer space on the third, fourth, and fifth floors. The project is now 30 percent complete. [redacted] -OIT??

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25X1 [redacted]
h. As part of ^{OL'S} FMD's efforts to better meet transportation needs of handicapped employees, the Motor Pool Branch, FMD/OL, has made arrangements to lease on an ad hoc basis a specially equipped mini-bus. On two occasions, MPB has utilized this mini-bus to transport handicapped employees between outlying buildings.

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25X1 i. In conjunction with Headquarters Notice [] on
daily newspaper delivery service to become effective 29 June, the
25X1 Mail & Courier Branch (M&CB), FMD/OL, began notifying components of
the consolidated distribution points. []

25X1 j. During this week, []
completed the portion of their Support Officer Trainee (SOT)
25X1 training in the Operations and Services groups of FMD. []
25X1 []

25X1 k. On 13 June, M&CB developed working plans to support
the Office of Technical Service (OTS) in their upcoming relocation
25X1 from South Building to NHB. Beginning 5 July, internal and
external courier runs will be modified. Upon completion of the OTS
move, courier service will be curtailed to South Building. []
25X1 []

3. Upcoming Events:

25X1 a. On 23 June, FMD will submit to Smith, Hinchman &
Grylls a scope of work to prepare construction documents for Soviet
East European Division space on the first and second floors of the
South Tower, NHB. The renovation will encompass approximately
35,000 square feet. []

25X1 b. From 23 through 26 June, contractor personnel will be
performing annual safety inspections on elevators in the Original
Headquarters Building, the New Headquarters Building, and Printing
and Photography Building. This work will require each elevator to
be out of service for approximately 30 minutes. Only one elevator
in a bank will be out of service at a time. The DCI elevator will
be inspected on 25 June between 0900 and 0930 hours. This work has
been coordinated with DCI Security. []

4. Management Activities and Concerns:

25X1 a. On 15 June, the Manager, Executive Dining Room,
FMD/OL, in her capacity as Food Supervisor, and the Office of
25X1 Medical Services (OMS) Environmental Health & Preventive Medicine
Officer performed a sanitation and food temperature inspection of
the Headquarters cafeteria. Several deficiencies were noted and
relayed to Guest Services, Incorporated, for remedy prior to formal
inspection by the United States Department of Agriculture. []

Food + Drug Administration

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b. Personnel:

25X1 (1) [redacted] a senior mechanic officially
25X1 announced his proposed retirement at the end of June. [redacted]
25X1 has been employed since August 1968 as an Automotive Mechanic and
[redacted]

25X1 (2) On 20 June, Career Trainee (CT) [redacted]
25X1 reported to the Headquarters Consolidation Staff, FMD/OL. [redacted]
25X1 [redacted]
25X1 [redacted]

25X1 [redacted] Acting Chief
Facilities Management Division

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